

# RICHARD L. BOWEN + ASSOCIATES INC.

June 15, 2017

Mayor Robert Weger  
 City of Willoughby Hills  
 35405 Chardon Road  
 Willoughby Hills, Ohio 44094

RE: Meadowbrook PS Replacement  
 Willoughby Hills, Ohio  
 RLB+A #7986.29  
 RLB+A Contact: Pietro A. DiFranco, P.E.

216.491.9300

FAX 491 8053

13000 SHAKER BLVD

CLEVELAND OHIO 44120

WWW.RLBA.COM

Dear Mayor Weger:

We are pleased to submit this proposal for your consideration on the above-captioned project. The following is our understanding of the project scope, and estimate of professional fees:

## PROJECT DESCRIPTION

The project consists of replacing the existing Meadowbrook Pump Station with a new premanufactured package pump station within the same existing easement area (see attached Sketch SK1.1). The existing pump station building, tanks, and piping will be demolished and removed from off-site. The existing 2.5-inch discharge force main will remain and be re-used. The new package pump station will be supplied with a wet well, two (2) pumps, piping, controls, and an above ground enclosure as manufactured by Flygt or equal. The facility will include an emergency generator powered by natural gas, and enclosed with a security fence. A topographic survey, soil boring(s), and asbestos survey & plan will be contracted directly by the City. The opinion of probable construction cost is approximately \$272,550.00 (see attached estimate).

## SCOPE OF SERVICES

- Serve as the authorized representative of the city and supervise the execution of the project work, including resident coordination and meetings as needed.
- Design and Document Preparation: Plans, specifications, cost estimate, and bid documents as needed.
- Bidding Assistance: Respond to bidder questions, tabulate and evaluate bids, assess contractor's ability, and make recommendation for award.
- Construction Administration: Respond to contractor questions, review contractor submittals, perform site visits, review change orders, review contractor payments, perform punch list and project close-out.

ARCHITECTS

ENGINEERS

CONSTRUCTION  
MANAGERS

Mayor Robert Weger  
June 15, 2017  
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### PROFESSIONAL SERVICES FEE

Based on Section 2.2 & 2.3 of the "AGREEMENT Between CITY OF WILLOUGHBY HILLS, OHIO & RICHARD L. BOWEN + ASSOCIATES, INC. For CITY ENGINEERING SERVICES", the Base Professional Services Fee is estimated to be:

1.	Professional Services Fee, including an estimated \$100.00 for reimbursable expenses invoiced at 1.1 times direct cost, is based on an estimated construction cost of \$359,629.14 (see attached).	\$ 24,898.13
A.	75% to be invoiced at completion of plans	\$18,673.60
B.	Remaining 25% payable in pro rata monthly payments	\$6,224.53
2.	Electrical Engineering	7,000.00
Total Base Fee		\$ 31,898.13

Please note, the actual Professional Services Fee will be based on the actual cost of construction, therefore will not be determined until construction is complete and the cost is known.

Please indicate your acceptance of this proposal by signing below, and providing a city-issued purchase order.

Sincerely,

RICHARD L. BOWEN + ASSOCIATES INC.



Richard L. Bowen, A.I.A., NCARB  
President

City of Willoughby Hills Acceptance:

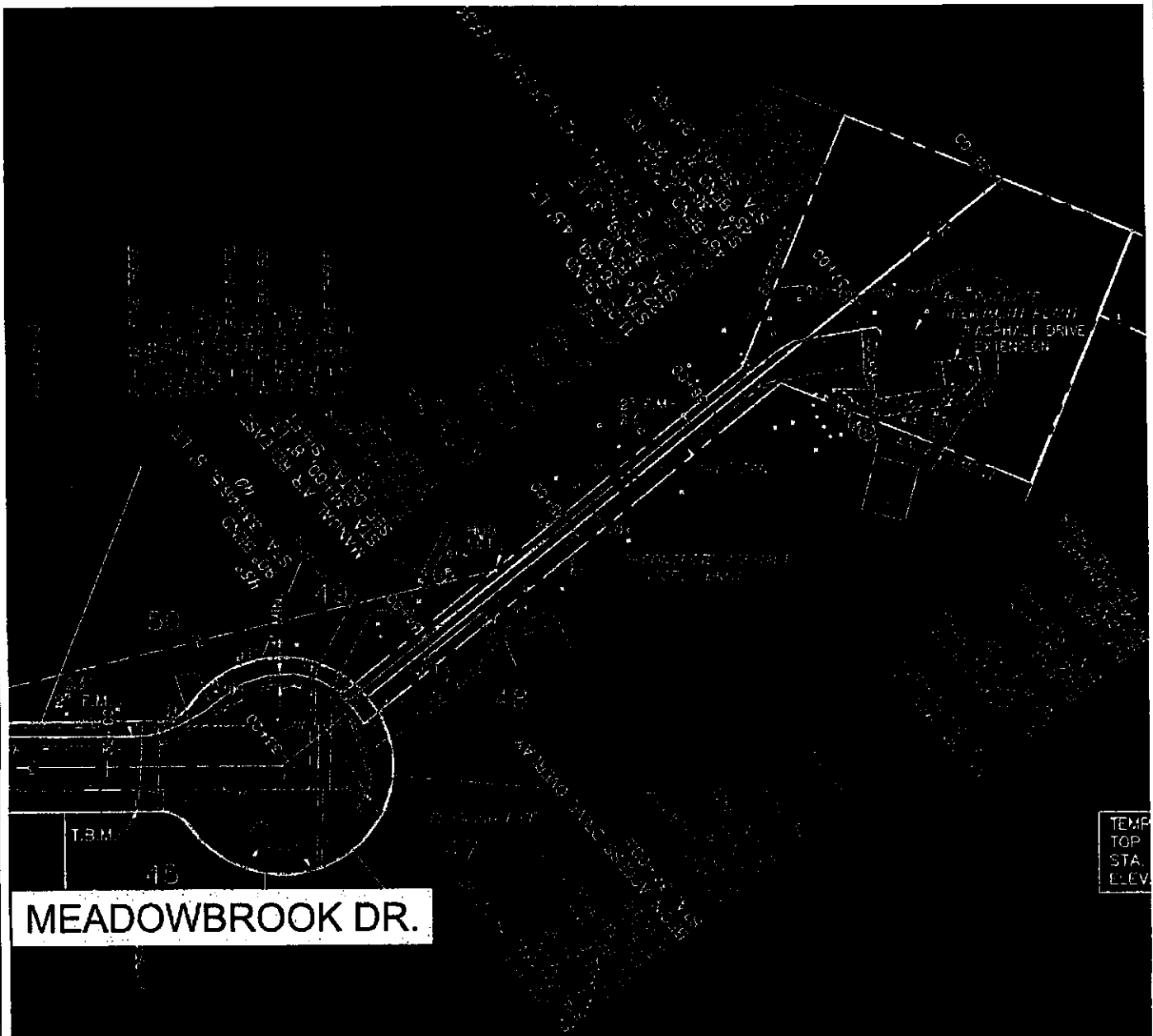
Robert Weger, Mayor

Date

cc: Contract File

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**RICHARD L. BOWEN + ASSOCIATES INC.**

**DESCRIPTION:**

1. DEMOLITION EXISTING PUMP STATION BUILDING & PIPING AND REMOVE FROM SITE.
2. INSTALL NEW PRE-MANUFACTURED PACKAGE PUMP STATION WITH EMERGENCY GENERATOR.



**RICHARD L. BOWEN AND ASSOCIATES INC.**  
 13000 SHAKER BOULEVARD, CLEVELAND, OHIO 44120  
 (216) 491-9300 -- FAX 491-8053  
 CONCEPT

RLB+A JOB#  
 7986.29  
 SCALE 1" = ± 80'

ISSUED FOR  
 REVIEW

**MEADOWBROOK PS**

WILLOUGHBY HILLS, OH

30881-31100 MEADOWBROOK DR. 06.15.17

**SK1-1**

THIS ARCHITECTURAL AND ENGINEERING DRAWING IS GIVEN IN CONFIDENCE. NO USE OR DISSEMINATION MAY BE MADE WITHOUT PRIOR WRITTEN CONSENT OF THE ARCHITECT. ALL RIGHTS ARE HEREBY SPECIFICALLY RESERVED.

**Opinion of Probable Construction Costs  
Meadowbrook Pump Station Replacement  
Willoughby Hills, Ohio  
Prepared by: Pietro DiFranco  
Date: 6/15/2017**

[illegible]

## Notes

- 1 Pump station will be premanufactured package system with pumps & controls  
2 Existing 2.5-Inch force main will remain and be re-used, although a larger diameter may be beneficial.  
3 Topographic Surveying, Soil Borings, & Asbestos to be contracted directly by City  
4 All permit fees (OEPA & County) shall be paid by City